

11 NOVEMBER 1999



Operations

**RESOURCE AUGMENTATION DUTY (READY)
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*. It outlines the purpose, procedures, and responsibilities for using the Resource Augmentation Duty (READY) Program. It applies to all personnel assigned to 3rd Wing organizations on Elmendorf AFB and associate organizations. This publication does not apply to Air Force Reserve or Air National Guard units and members.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by E.O. 9397; Air Force Manual 36-2621, Volumes 1-5, Mechanized Personnel Procedures; and Air Force Manual 36-2622, Base Level Military Personnel System. Privacy Act Systems of Records Notice F030 AF MP A – Personnel Data System (PDS) applies.

1. Program Mission . The READY Program identifies, places, codes, and trains people to meet augmentor needs for installation-level exercises, contingencies, wartime, or emergency situations and scenarios.

2. Manning Drill and Fair Share Quotient:

2.1. Use of a Manning Drill. A manning drill will be accomplished by all wing and associate units in conjunction with a ready working group (RWG) (see attachment 1). It will be done when determining who will fill a tasking that a group is unable to support on their own.

2.2. Manning Drill Definitions:

2.2.1. Unit Type Code (UTC). Members, primary and alternate, are filling a mobility tasking. Alternates will be determined by the unit commander based on approximately 50 percent of required primary Air Force Specialty Codes (AFSC). Alternates will only reflect 100 percent of required primary AFSC for those positions that are one deep. For example, team chiefs must have one alternate but 20 firefighters will only need 10 alternates, at the maximum, since they all have the same AFSC. The unit commander is ultimately responsible for selecting the number of alternates. Primary positions are based on current operation plans.

2.2.2. Wartime Position. Member filling a position essential in completing the wartime mission (for example: sortie generation).

2.2.3. Mission Essential Position. Member filling a position not associated with the wartime mission but vital for mission accomplishment (that is, air traffic controller, outbound assignments).

2.2.4. READY Position. Member filling an approved READY tasking.

2.2.5. Available Personnel. Member who is available for a READY tasking.

2.3. Manning Drill Formula. Units will determine their total assigned personnel and then subtract their UTC primary and alternate positions. Next, they will subtract wartime positions, mission essential positions, and current READY positions. The remaining number equals their available personnel.

2.4. Fair Share Quotient Formula. Determine the unit numbers available for READY positions and divide by the total number of base personnel available for READY positions. The resulting number equals the percentage of personnel the unit will provide as READY augmentees. Multiply this percentage by the number of unfilled READY positions. The resulting number equals the number of READY augmentees the unit will provide to the program.

3. Responsibilities:

3.1. Group Commanders. Each group commander is responsible for tracking and selecting augmentees for as many of their READY positions as possible. All taskings will be assigned to the group and not individual squadrons to allow for greater program flexibility.

3.2. Users. Users will schedule augmentees to attend training and coordinate with the monitors to ensure attendance. Users will maintain a READY Training Folder (RTF) on each augmentee. The RTF will include augmentees training status, the completed training date, member's SSN, and identify their READY tasking, in accordance with attachment 2, this instruction. Users will also notify monitors if the augmentee fails in their capacity to fulfill the READY Program requirements. The monitors will then identify another individual to fill the requirement.

3.3. Unit Monitors. Monitors are responsible for adding and removing augmentees to the READY Program. Monitors will update their appointment letters every January to the Personnel Employment Element or more often when conditions warrant (see attachment 3). Monitors are also responsible for notifying the users of any conflicts their augmentees have with any scheduled training. Once the READY users have trained augmentees, the unit monitors will update the augmentees' training status in Personnel Concept-III (PC-III). Unit monitors will work with the Personnel Employment Element for any required assistance with this process.

3.4. Personnel Employment Element. The personnel employment element will forward a monthly listing of augmentees for users and monitors to review and verify for update and the accuracy of information, as referenced in the following example. The personnel employment element will schedule, coordinate, and run all working groups and review boards, complete the manning drill when necessary, and compose and distribute meeting minutes. The personnel employment element is the overall point of contact for this program.

GRADE UNIT	NAMES	SN DTY-PH	COMPL -DT HM-PH	STAT	DT ASGN	PCS	TDY
SSGT	DOE,	123456789	4075555	2	9505		
3 CS	GERRY	4074945555	55				
A1C	SMITH,	987654321	4072222	1	9612		
3 OSS	BART	4075555555	222				

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3.5. Manpower and Quality. Manpower and Quality reviews and validates all READY requirements.

3.6. Augmentees. Augmentees will notify the users of any changes to their availability for performing READY taskings or attending any scheduled training due to permanent change of station (PCS), temporary duty (TDY), medical profile, or any other reason as soon as they become aware of the condition or situation.

3.7. RWG. The RWG makes recommendations concerning this program to the READY Review Board (RRB).

3.8. RRB. The RRB considers all recommendations from the RWG and approves or disapproves them.

4. Using the READY Program:

4.1. Creating and Deleting READY Requirements. Any unit that determines it cannot complete mission requirements with existing personnel may request assistance through this program by submitting a letter from the squadron commander to Manpower and Quality with a courtesy copy to the Personnel Employment Element. After Manpower and Quality reviews the requirement, the RWG determines who will fill it and makes recommendations to the RRB. If the RRB approves the recommendations, they will direct implementation. Deletion requests must be approved by the RRB.

4.2. Adding and Removing Augmentees. If the RRB directs a unit to provide augmentees, individuals' READY codes must be updated in PC-III by the individuals' assigned unit monitor. If the augmentees are coming from a unit outside of their group, then the user will be responsible for tracking their appointments and training status and maintaining the RTFs. Adding and removing augmentees is done through the READY Program Update option in PC-III (see attachment 3, this instruction for detailed instructions). Monitors will provide a letter signed by their commander to the user.

4.3. Training. Users schedule all augmentees for initial training through their monitors. Training statistics will be provided by the personnel employment element to 3 WG/CC at the last wing standup each quarter.

4.4. Initiating the Program. Users submit all requests for READY support through the wing commander. Upon validation and approval from 3 WG/CC, all commanders and READY users will be notified. The personnel employment element then notifies the users, who call the affected monitors and explain when and where the augmentees are needed. The monitors will then inform the augmentees. This program cannot be initiated without the wing commander's approval.

JONATHAN S. GRATION, Brigadier, General, USAF
Commander

Attachment 1

TERMS EXPLAINED

Terms

User--Unit that identifies READY augmentation requirements and submits the requirement in writing to the READY Working Group.

Unit Monitor--Unit point of contact for the READY Program.

Unit Type Code--Position numbers used for operation plans.

Augmentee--Individual filling valid READY requirement. These duties must be outside of the individual's AFSC and daily duties.

READY Working Group (RWG)--Working team composed of all deputy group commanders, READY users, monitors, and representatives from associate organizations, Manpower and Quality, and Personnel Employment Element. This group is chaired by 3 SPTG/CD.

READY Review Board (RRB)--Decision making board comprised of the wing or vice wing commander, all group commanders, associate commanders, and representatives from Manpower and Quality, and Personnel Employment Element. This board is chaired by 3 WG/CV.

Manning Drill--A formula used to categorize all base personnel to determine how many individuals are available to fill READY positions.

Fair Share Quotient--A formula used to determine who will fill READY positions based on available personnel.

Attachment 2

SAMPLE TRAINING UPDATE LETTER

MEMORANDUM FOR UNIT READY MONITOR

FROM: 3 TRNS/LGTR

SUBJECT: READY Training Status

1. The following individuals received training in the following areas on 11 Sep 98 and during Arctic Cover 97-99. Their training status should be adjusted accordingly.

NAME	RANK	TRNG STATUS	SSN	TEAM
Smith, Joe	SSgt	2	XXX-XX-XXXX	SFS
Smith, Jane	A1C	2	YYY-YY-YYYY	CDF

2. The following individuals did not receive training in the following areas on 11 Sep 98 and their training status is as follows:

NAME	RANK	TRNG STATUS	REASON
Smith, Jerry	SSgt	1	Convalescent Leave

3. If you have any questions, please call me at 552-XXXX

DEE T. JONES, TSgt , USAF
Combat Flight Chief

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Attachment 3

SAMPLE MONITOR APPOINTMENT LETTER

MEMORANDUM FOR 3 MSS/DPMAE

FROM: 3 TRNS/CC

SUBJECT: Appointment of READY Monitor

1. The following individuals are appointed as READY Program monitors.

PRIMARY

MSgt Jane A. Doe	3 SPTG/CCA	552-XXXX
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ALTERNATE

SSgt John D. Smith	3 SPTG/CCA	552-XXXX
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2. This letter supersedes all previous letters, same subject. If you have any questions, please call me at extension 552-XXXX.

JAMES D. SMITH, Lt Col, USAF
Commander